

## Checklist: Selling to the Government during a Disaster

As the COVID-19 health crisis continues to impact the nation the federal and state's needs for supplies and services increases. This checklist is designed to assist new and returning businesses with being successful in the government marketplace. The [ISU CIRAS Procurement Technical Assistance Center \(PTAC\)](#) has a counselor for your area that can work with you one-on-one to identify your unique target market and help you through the process every step of the way.

1. Fill out this [Request For Counseling form](#), if you have not already done so, to become a client at no-cost.
2. Register as a vendor with your state of Iowa target agencies, if you haven't already done so:
  - a. [State of Iowa Department of Administrative Services](#)
  - b. [Iowa State University](#)
  - c. [University of Iowa](#)
  - d. [University of Northern Iowa](#)
  - e. [Iowa DOT](#)
3. Iowa Statewide Emergency Response: Register on the [Iowa Department of Homeland Security emergency procurement](#) list.
4. Do business with the Federal Government. If you'd like to sell to the Federal government, you need to register on the System for Award Management: [www.sam.gov](http://www.sam.gov)
  - a. In preparation for your SAM registration, you need your TIN, EIN, bank routing information, and you also need to know which [NAICS codes](#) and [PSC](#) codes for your product/service.
  - b. You must register for a [DUNS number](#)
  - c. To be considered for **Federal Disaster contracting**, make sure to join the official '[Disaster Registry](#)' while you are going through your SAM registration (*check the box during your SAM registration*)
5. Federal agencies have their own unique COVID-19 purchasing strategies and needs.
  - a. FEMA: [How To Help, Donations, and Procuring from Private Sector](#)
  - b. DOD: [Joint Acquisition Task Force and Questionnaire/Application for Goods and Services](#)
  - c. DOD: [How To Contract with the DOD and Memorandum](#)
  - d. DOD Small Business: [Resources and Toolkits for Small Business](#)
  - e. DPC: [Defense Pricing and Contracting Updates](#)
  - f. FAA: The FAA is seeking to identify suppliers who can respond to COVID-19. They have asked potential vendors to fill out this questionnaire: [FAA COVID-19 Supply & Service Requirements Market Research Questionnaire](#)

Vendors are to provide answers in as many yellow cells as possible. Email the completed excel spreadsheet, with the Subject Line: "Company Name\_FAA COVID-19 Market Research Questionnaire" to this email address: [9-AFN-ACQ-EM@faa.gov](mailto:9-AFN-ACQ-EM@faa.gov)
  - g. GSA: [GSA COVID-19 PPE Sources Sought Responses Due](#): Continuously Open. Questions: [ssacsmallsop@gsa.gov](mailto:ssacsmallsop@gsa.gov)
  - h. Department of Veterans Affairs: [Regional Small Business Liaisons to connect to for selling supplies](#)
  - i. DLA: [PPE Technology Accelerator Program](#)
  - j. CARES Act: [Frequently Asked Questions](#)
  - k. General PPE: [Solicitation on Beta.Sam.Gov](#)
6. Federal bidding opportunities can be found on: [www.beta.sam.gov](http://www.beta.sam.gov)

7. **Further business resources:** info on SBA and state of Iowa loans and grants, continuity plans, and statewide resources on PPE and cleaning companies can be found here on our [CIRAS COVID-19 page](#).

## Other Resources:

For help responding to the COVID-19 emergency or implementing a response plan, contact:

Marc Schneider (563-221-1596, [maschn@iastate.edu](mailto:maschn@iastate.edu)) or Mike O'Donnell (515-509-4379, [modonnll@iastate.edu](mailto:modonnll@iastate.edu))

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